Special Partnership Trust

TEACHERS' PAY POLICY

Date Last Reviewed: October 2026

Review Date: November 2027

NB: The Pay Policy for Teachers is separate from the Support Staff Pay Policy

1.0 Introduction:

The Trust's Pay Policy for Teachers is aligned with the national School Teachers' Pay and Conditions Document 2026 and guidance on school teachers' pay and conditions. This policy sets out the framework for making decisions on teachers' pay and aims to achieve the following:

- maximise and assure the quality of learning and teaching at all schools within the Trust
- support the recruitment, retention, recognition, reward and motivation of teachers
- ensure accountability, transparency, objectivity and fairness in the decision-making process.

This policy applies to all teaching staff employed across the Trust.

The Trust has discretion to determine its own pay and conditions for teachers, subject to applicable statutory, contractual and collective obligations. However, the Trust recognises the importance of market rates and sustaining high-quality teaching and will be guided by the STPCD where appropriate.

Under TUPE regulations, we recognise and accept that all employees who transferred during the academy conversion process have a right to transfer to the academy on their existing pay and conditions, which will include the terms of the STPCD that was in force at the time of the conversion. For new teachers, we can set our own non-standard pay and conditions.

This policy will be used in conjunction with the Trust's Performance Management Policy and Capability Policy.

2.0 Policy Statement:

The Trustees recognise the importance of determining a pay policy and administering pay in a way which aims to attract, motivate and retain the most suitable staff to fulfil the educational needs of pupils.

Trustees will administer the policy and guidance in such a way that ensures all the legal provisions are addressed. The operation of this policy and administration of pay will also necessarily take account of the Trust's budget considerations, the Trust's strategic priorities, Trust Performance Management Policy and any other relevant Trust policies and procedures.

Trustees will treat all staff in a fair and consistent manner in accordance with the principles of equal pay and equal opportunities in accordance with the Equality Act 2010.

Before making any decisions in relation to pay matters, the Trust Board, or its committees, will ensure that it is aware of the full range of discretion available to it.

The Trust Board will ensure that pay decisions are made for proper employment purposes and not to secure an unjustified pension advantage. Any exceptional increase will be considered in accordance with the current Teachers' Pension Scheme regulations and guidance.

The current version of this policy will be published on the Trust's website and made readily accessible to all staff. Alternative accessible formats will be provided on request.

3.0 Equalities:

The Trust Board will comply with relevant employment and equalities legislation.

The Trust is committed to ensuring that pay decisions are fair, transparent, evidence-based and free from unlawful discrimination. Decisions will be made consistently, using objective criteria, while recognising that equitable treatment may require consideration of individual circumstances, including disability, pregnancy and maternity, family-related leave, flexible working arrangements, career breaks and other factors that may affect access to opportunities or progression. The Trust will make reasonable adjustments where required, consider and address potential bias, and ensure that staff are not disadvantaged because they have raised an equality concern or exercised a statutory right.

The Trust Board will undertake an annual equality impact assessment of this policy to ensure that it complies with relevant employment and equality legislation.

4.0 Pay review:

Pay decisions across the Trust will be made by the Trust Board or its delegated committee, acting with integrity, objectivity and honesty in the best interests of the Trust.

The Trust will respect personal confidentiality, and at the same time, be prepared to be open about decisions made and actions taken, and to justify them if appropriate to relevant parties. Its procedures for determining pay will be consistent with the principles of public life; selflessness, integrity, objectivity, openness, accountability, honesty and Leadership.

The Trust Leadership Team will ensure that every member of staff's salary is reviewed annually. The Trust aims to complete reviews by 31 October each year, although the timetable may be affected by national guidance. Any agreed pay award will be backdated to 1st September. Following the review, each member of staff will receive written confirmation.

Reviews may take place at other agreed times of the year to reflect any changes in circumstances or job description that led to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.

Where a pay determination may lead to a period of safeguarding, those affected will receive the required notification in line with the STPCD guidance.

5.0 Pay scales and structure:

The Trust will determine the necessity and viability of its own structure in relation to:

- Teaching and leadership roles, lead practitioners and issuing TLRs within the budget available
- Determine and review the mix between teaching and leadership levels with those of standards, achievements and student numbers.
- Determine the structures for operational areas in line with requirements across the school and in line with budgets available

6.0 Pay determination on appointment

Where a position within the Trust becomes vacant the Headteacher/Director will review the existing pay range (if applicable) prior to the advertisement to establish whether this is appropriate for the post in question and consider the guidance from the STPCD.

Pay determinations for all posts an pay ranges will be made taking the following into consideration:

- the teacher's existing pay point, though this will not automatically be matched if joining from another school
- the nature and/or requirements of the post
- the level of qualifications, skills and experience required for the post
- National frameworks and the STPCD
- market conditions and affordability
- the wider add Trust structure and service context.

The Trust's teaching and leadership pay ranges, allowances and advisory points will be updated annually to reflect the applicable STPCD and the Trust's adopted pay award.

Unqualified Teachers

The unqualified teacher pay range with the SPT is listed below and consists of 6 pay points in line with the advisory points set out in the STPCD:

Scale Point	1 Sept 2023 to 31 Aug 2024	1 Sept 2024 to 31 Aug 2025	1 Sept 2025 to 31 Aug 2026	1 Sept 2026 to 31 Aug 2027
Min 1	£20,598	£21,731	£22,601	£23,732
2	£22,961	£24,224	£25,193	£26,075
3	£25,323	£26,716	£27,785	£28,758
4	£27,406	£28,914	£30,071	£31,124
5	£29,772	£31,410	£32,667	£33,811
Max 6	£32,134	£33,902	£35,259	£36,494

In the event of an unsuccessful performance review carried out in accordance with the Trust's appraisal policy, an employee may still be paid within the minimum and maximum bandings but remain on the pay rate applicable for the previous year.

Main pay range for Teachers

Spine Point	1 Sept 2023 to 31 Aug 2024	1 Sept 2024 to 31 Aug 2025	1 Sept 2025 to 31 Aug 2026	1 Sept 2026 to 31 Aug 2027
Min M1	£30,000	£31,650	£32,916	£34,069
M2	£31,737	£33,483	£34,823	£36,042
M3	£33,814	£35,674	£37,101	£38,400
M4	£36,051	£38,034	£39,556	£40,941
M5	£38,330	£40,439	£42,057	£43,529
M6	£41,333	£43,607	£45,352	£46,940

In the event of an unsuccessful performance review carried out in accordance with the Trust's appraisal policy, an employee may still be paid within the minimum and maximum bandings but remain on the pay rate applicable for the previous year.

Upper pay range for teachers:

Spine Point	1 Sept 2023 to 31 Aug 2024	1 Sept 2024 to 31 Aug 2025	1 Sept 2025 to 31 Aug 2026	1 Sept 2026 to 31 Aug 2027
U1 (UPR Min)	£43,266	£45,646	£47,472	£49,134
U2	£44,870	£47,338	£49,232	£50,956
U3 (UPR Max)	£46,525	£49,084	£51,048	£52,835

Teaching and Learning Responsibilities (TLRs)

Payment 1 (TLR1)	1 Sept 2023to 31 Aug 2024	1 Sept 2024 to 31 Aug 2025	1 Sept 2025 to 31 Aug 2026	1 Sept 2026 to 31 Aug 2027
Min Max	£9,272 £15,690	£9,782 £16,553	£10,174 £17,216	£10,531 £17,819
Payment 2 (TLR2)	**1 Sept 2023 to 31 Aug 2024**	**1 Sept 2024 to 31 Aug 2025**	**1 Sept 2025 to 31 Aug 2026**	**1 Sept 2026 to 31 Aug 2027**
Min Max	£3,214 £7,847	£3,391 £8,279	£3,527 £8,611	£3,651 £8,913
Payment 3 (TLR) (Fixed Term)	**1 Sept 2023 to 31 Aug 2024**	**1 Sept 2024 to 31 Aug 2025**	**1 Sept 2025 to 31 Aug 2026**	**1 Sept 2026 to 31 Aug 2027**
Min Max	£639 £3,169		£702 £3,478	£727 £3,600

Where TLRs of different annual values are awarded to two or more teachers, the difference between awards will comply with the applicable STPCD requirements and the Trust's adopted pay structure.

Special Educational Needs Allowances

1 Sept 2023 to 31 Aug 2024	1 Sept 2024 to 31 Aug 2025	1 Sept 2025 to 31 Aug 2026	1 Sept 2026 to 31 Aug 2027
£2,539	£2,679	£2,787	£2,885

The Trust/Pay Committee will award a SEN allowance to a classroom teacher:

- in any SEN post that requires a mandatory SEN qualification and involves teaching pupils with SEN
- who teaches pupils in one or more designated special classes or units in the Trust,
- in a non-designated setting (including a pupil referral unit) that is analogous to a designated special class or unit, where the post:
  - involves a substantial element of working directly with children with SEN;
  - requires the exercise of a teacher's professional skills and judgment in teaching of children with SEN; and
  - has a greater level of involvement in the teaching of children with SEN that is the normal requirement of teachers throughout the Trust or unit within the Trust.

Unqualified teachers working in complex SEND provision

The Trust may award an additional allowance to an unqualified teacher who is deployed in a role involving the sustained teaching of pupils with severe learning difficulties, profound and multiple learning disabilities or similarly complex needs.

An allowance may be considered where the unqualified teacher:

- has sustained responsibility for teaching and learning within the class;
- is required to exercise a significant level of professional skill and judgement;
- demonstrates relevant specialist experience, knowledge or aptitude that adds value to the role; and
- undertakes responsibilities beyond those normally expected of an unqualified teacher.

Where awarded, the allowance will normally be equivalent to the value of the first SEN allowance specified in the applicable STPCD. The payment will be made as an allowance under the provisions applying to unqualified teachers and will not constitute entitlement to an SEN allowance for a qualified classroom teacher.

Awards must be supported by a clear role rationale, approved through the Trust's agreed pay decision-making arrangements and reviewed annually. Decisions will be applied consistently across Trust schools, taking account of the staffing structure, the needs of the pupils, affordability and equal-pay considerations. The allowance may be withdrawn where the relevant duties or circumstances cease.

Leadership Group

Headteachers, Deputy Headteachers and Assistant Headteachers – A pay range will be determined for each of these roles, considering how the role fits within the wider leadership structure of the Trust. Pay for a particular role will not exceed the maximum grade/salary assigned to that role.

Assistant Headteacher – L6 to L12
Deputy Headteacher – L10 to L16 **(*L17-L20 Grade at Trust discretion dependant on POR, School Specialism and offer)**
Headteacher – L18 to L24 **(*L24 – L31 Grade at Trust discretion dependant on POR, School Specialism and offer.**

Spine Point	1 Sept 2023 to 31 Aug 2024	1 Sept 2024 to 31 Aug 2025	1 Sept 2025 to 31 Aug 2026	1 Sept 2026 to 31 Aug 2027
L1	£47,185	£49,781	£51,773	£53,586
L2	£48,366	£51,027	£53,069	£54,927
L3	£49,574	£52,301	£54,394	£56,298
L4	£50,807	£53,602	£55,747	£57,699
L5	£52,074	£54,939	£57,137	£59,137
L6	£53,380	£56,316	£58,569	£60,619

L7	£54,816	£57,831	£60,145	£62,251
L8	£56,082	£59,167	£61,534	£63,688
L9	£57,482	£60,644	£63,070	£65,278
L10	£58,959	£62,202	£64,691	£66,956
L11	£60,488	£63,815	£66,368	£68,691
L12	£61,882	£65,286	£67,898	£70,275
L13	£63,430	£66,919	£69,596	£72,032
L14	£65,010	£68,586	£71,330	£73,827
L15	£66,628	£70,293	£73,105	£75,664
L16	£68,400	£72,162	£75,049	£77,676
L17	£69,970	£73,819	£76,772	£79,460
L18	£71,729	£75,675	£78,702	£81,457
L19	£73,509	£77,552	£80,655	£83,478
L20	£75,331	£79,475	£82,654	£85,547
L21	£77,195	£81,441	£84,699	£87,664
L22	£79,112	£83,464	£86,803	£89,842
L23	£81,070	£85,529	£88,951	£92,065
L24	£83,081	£87,651	£91,158	£94,349
L25	£85,146	£89,830	£93,424	£96,694
L26	£87,253	£92,052	£95,735	£99,086
L27	£89,414	£94,332	£98,106	£101,540
L28	£91,633	£96,673	£100,540	£104,059
L29	£93,902	£99,067	£103,030	£106,637
L30	£96,239	£101,533	£105,595	£109,291
L31	£98,616	£104,040	£108,202	£111,990
L32	£101,067	£106,626	£110,892	£114,774
L33	£103,578	£109,275	£113,646	£117,624
L34	£106,138	£111,976	£116,456	£120,532
L35	£108,776	£114,759	£119,350	£123,528
L36	£111,470	£117,601	£122,306	£126,587
L37	£114,240	£120,524	£125,345	£129,733
L38	£117,067	£123,506	£128,447	£132,943
L39	£119,921	£126,517	£131,578	£136,184
L40	£122,912	£129,673	£134,860	£139,581

7.0 Pay progression based on performance

All teachers can expect to receive regular, constructive feedback on their performance and will participate in an annual performance management process that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in Trust's Performance Management Policy.

Decisions regarding pay progression will be made only with reference to the teachers' performance management summary and the pay recommendations they contain. In the case of ECTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

Induction for early career teachers (England) - GOV.UK

Staff will be eligible for pay progression, excluding movement from the main pay range to the upper pay range, following a successful appraisal review. Pay progression is not automatic. A decision not to award progression may be made where significant concerns about performance have been raised in writing and supported by the appraisal evidence. Staff at the top of their pay range will remain at that level and will be expected to sustain successful performance. Where formal capability procedures have commenced during the appraisal period, the available evidence will be considered when determining whether the requirements for pay progression have been met.

In the case of progression on the Upper Pay range, Teachers will be awarded progression subject to successful evidence-based application and opportunities that allow in the structure to fulfil the upper pay range criteria.

Pay decisions take account of the resources available to Trust, the Trust staffing structure, and must support the Trust improvement plans. The board of Trustees exercises their discretionary powers using fair, transparent and objective criteria to secure a consistent approach in Trust pay decisions.

Judgments about performance will be made through an evidence-based assessment against objectives set in accordance with the Performance Management Policy The relevant Teachers' Standards will inform the process.

Final decisions on whether to accept a pay recommendation will be made by the Board of Trustees having regard to the appraisal report and taking account of advice from the Trust Senior Leadership Team. The Board of Trustees will ensure that appropriate funding is allocated for pay progression at all levels.

8.0 Performance based Criteria:

- Unqualified teacher's performance criteria - Teaching Standards and ECT Induction
- Teacher's performance criteria - Teaching Standards
- Middle & senior leaders performance criteria - Teaching Standards
- Assistant headteacher performance criteria – Teachers' Standards and the leadership expectations applicable to the role.
- Headteachers' performance criteria – Teachers' Standards and Headteachers' Standards 2020.

9.0 Movement onto the upper pay range

A teacher will be paid on the upper pay range where they:

- Were formerly paid as a member of the leadership group in that school and have been employed without a break in service and were first appointed on or after 1 September 2000 and occupied the leadership post for one year or more.
- Progression to the Upper Pay Range (UPS) will ordinarily be considered only for teachers who are on point M6 of the Main Pay Range. This reflects the Trust's commitment to recognising sustained high performance and professional contribution over time.

9.1 Discretionary Consideration

In exceptional circumstances, applications from teachers below M6 may be considered at the discretion of the Headteacher and with Trust approval. Such cases must demonstrate:

- Evidence of sustained and substantial contribution to whole-school improvement
- Consistent performance exceeding the expectations of their current pay point
- A clear rationale for early progression supported by appraisal outcomes

9.2 Alignment with National Framework

While national guidance (STPCD) permits UPS applications at any point in a teacher's career, the Trust applies this threshold to ensure consistency, transparency and alignment with its pay progression principles.

A teachers who wishes to be assessed for movement to the upper pay scale must notify their appraiser in writing at the start of the performance management cycle. The completed application and supporting evidence mustbe submitted to the appraiser by31st October. The application will be appended to the teacher's performance management or appraisal planning statement.

Qualified teachers may apply to be paid on the upper pay range at least once each year. Applications will initially be assessed by the Headteacher. The CEO will moderate all applications and make recommendations to the committee authorised by the Trust Board to determine pay matters.

The Finance Committee shall assess any such application received and make a determination, on whether the teacher meets the criteria determined under 'The Assessment'. Applications should be made once a year and submitted no later than 31st October.

Where the relevant appraisal regulations apply, the Finance Committee will have regard to the assessments and recommendations contained in the teacher's appraisal reports.

10.0 The Assessment

An application from a qualified teacher will be successful where the Finance Committee are satisfied that:

(a) The teacher is highly competent in all elements of the relevant standards; and
(b) The teacher's achievements and contribution to the school are substantial and sustained.

Appendix 1: application criteria

- **'highly competent'** means performance which is not only good but demonstrates that the teacher is able to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice.

- **'substantial'** means of real importance, validity or value to the school; plays a critical role in the life of the school; able to be a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

- **'sustained'** means maintained continuously over a period of two school years.

The application will be assessed by the Trust Senior Leadership Team and submitted for final determination to the committee authorised by the Trust Board to determine pay matters.

Teachers who have been on long term absence will be considered for progression on to the upper pay range on the basis of the evidence that does exist, even though that may not be from consecutive review periods, provided it is sufficient to meet the criteria above.

11.0 Processes and Procedures

From the date of receipt, an application will be assessed within 20 working days. Written feedback will be provided within the same period.

If successful, the applicant will receive written confirmation of the outcome within 20 working days of the assessment. If the application is successful, the teacher will move to the upper pay range from 1 September in the relevant year. If the application is unsuccessful, the written outcome will be given within 10 working days of the assessment and explain the reasons for the decision and the right of appeal

Any appeal against a decision not to move the teacher to the upper pay range will be considered in line with the Pay Appeal Procedure of this policy.

12.0 Progress within the Upper Pay Range

To progress to UPS2 and UPS 3, the same application process will apply as that for UPS1. To move onto UPS2, evidence of sustained performance will be considered over a further 2-year period and the same for a move to UPS3.

12.0 Stepping Down Arrangements

Teachers paid on the upper pay range may request to move back to the main pay range if they wish to reduce their leadership responsibilities and requests will be considered for approval by the Finance Committee.

It is understandable that a member of teaching staff may, at some time in their career, make a request to reduce their leadership role(s) & responsibilities. There may be times when such a request comes at a fortuitous moment and could possibly be reasonably accommodated by the Trust, in keeping with the Trust's economic, technical & operational needs, but equally there could be times when such a request could come at an inconvenient or difficult time for the school and could not be accommodated.
In order for all requests to be treated fairly & equitably, there are a series of questions that the Trust Board would want to consider and respond to in order to assess the impact of any such request on the Trust as a professional community and a learning organisation.

- Does the request affect the core purpose and business of the Trust?
- Does the request affect the Trust improvement priorities or the long-term strategic plan for the trust?
- Will the request set a precedent and if so, will that be manageable & sustainable for the trust?

The Finance Committee recognises that it may not be feasible for the Trust to wholly accommodate such requests without potentially weakening & compromising the leadership capacity of the Trust at that point in time.

13.0 Pay Increases:

The Trust is committed to awarding pay uplifts in line with School Teachers' Review Body (STRB) and STPCD recommendations.

14.0 Discretionary Allowances and Payments

- **Teaching and Learning Responsibility Payments (TLRs)**

TLRs will be awarded to teachers undertaking additional duties in accordance with the conditions laid down in the STPCD. Such TLRs will be assigned to specific posts within

the individual academy staffing structure, and the role and associated responsibilities will be transparent within each academy. The Trust pays TLRs at the minimum value specified for the applicable TLR range in the STPCD.

- Fixed term TLRs may be awarded for timed specific projects
- The values of TLRs are set out in the STPCD

- **Special Educational Needs (SEN) allowances** *(note an SEN allowance will no longer be paid by the Trust once a member of staff progresses onto the Leadership scale)*

SEN allowances will be paid in accordance with the criteria and provisions set out in the STPCD.

- **Other Payments/Allowances**

The Trust will make additional payments in line with the provisions of the STPCD where this is agreed and appropriate.

The Trust recognises and rewards additional responsibilities associated with being a nominated First Aider at Work or Fire Warden within a Trust school. Following the identification of the need for this additional capacity (via school SLT) and the successful completion of associated training course/s, the Trust will provide the following levels of remuneration:

First Aid Allowance - £312 per annum FTE
Fire Warden - £312 per annum FTE

The payment of these allowances will cease, when the additional responsibilities cease or the training/qualification lapses/becomes out of date.

- **Honoraria**

The Trust will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher, recognising that there is no provision within the STPCD for the payment of bonuses or honoraria in any circumstances.

15.0 Safeguarding

The Headteacher will operate salary safeguarding arrangements in line with the provisions of the STPCD.

16.0 Part-Time Staff

Staff employed on an ongoing basis but who work less than a full working week are deemed to be part-time. They will be given a written statement detailing their working time obligations and the standard mechanism used to determine their pay,

subject to the provisions of the statutory pay arrangements and by comparison with the full-time staff in an equivalent post. Any additional hours worked will be paid at the same rate.

17.0 Casual/Supply Teachers

Staff employed on a day-to-day or other short notice basis will be paid on a daily basis calculated as follows:

- Teachers: on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro rata

- Teachers who work less than a full day will be hourly paid and will also have their salary calculated as an annual amount which will then be divided by 1265 to arrive at the hourly rate.

18.0 Appeals

In the event that a staff member wishes to review or challenge any decision made within the scope of this policy, they are entitled to appeal against the decision, details regarding the appeal process are as follows:

Appraisal Review

The Performance Management is held and the Appraiser makes a recommendation for pay in line with the Pay Policy. If the teacher is dissatisfied with the recommendation they may append their comments to the Performance Management summary report.

↓

Pay Determination

The Appraiser makes a recommendation to the relevant person/committee including any comments made by the teacher.

The pay determination is made, recorded in the minutes of the meeting and confirmed in writing to the teacher.

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Formal Appeal – Stage One

Where a teacher remains dissatisfied with the pay determination they should write to the Board of Trustees via the clerk.

The Trustees will, within 10 working days of receiving the appeal, arrange a meeting between the teacher and the person / committee who made the formal pay determination.

The outcome of the meeting will be confirmed in writing and where appropriate should include the right of appeal.

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Formal Appeal – Stage Two

Where a teacher remains dissatisfied with the outcome of the stage one meeting they may appeal by writing to the Chair of Trustees (via the clerk) within 10 working days of the written confirmation of the outcome of stage one.

The Chair of Trustees will arrange a hearing to be convened to include Trustees not previously involved in pay determination.

19.0 Monitoring and Impact of the Policy

The Trust Senior Leadership Team and Board of Trustees will monitor the outcomes and impact of this policy annually. This will include reviewing payments relating to progression against the Trust's overall performance and analysing trends in progression by protected characteristic to assess the policy's effect and the Trust's continuing compliance with equality legislation. Trade unions will also be invited to contribute where appropriate.

20. PAY POLICY APPENDICES	
Appendix 1	UPS Application Form

Appendix 1

The Special Partnership Trust

Movement to the Upper Pay Scale Application Form or Movement to UPS2 and UPS3

Date of submission:

Name of teacher:

TR number:

School:

In order to pass the assessment a teacher must evidence and demonstrate they meet all of the Teacher standards and to have two recent consecutive successful performance management reviews. The Headteacher must be satisfied that the teacher is 'highly competent' in all elements of the relevant standards and that the teacher's achievements and contribution to the school are 'substantial' and 'sustained' as outlined in the pay policy. The assessment may not proceed where the teacher does not meet the Teachers' Standards. Where the standards have not been met, further areas of professional development should be noted.

Teachers Standards

1. **Set High expectations which inspire, motivate & challenge pupils**

To be completed by applicant

Evidence

To be completed by reviewer

Decision – met/not met Feedback:

2. Promote good progress and outcomes by pupils

To be completed by applicant

Evidence

To be completed by reviewer

Decision – met/not met Feedback:

3. **Demonstrate good subject and curriculum knowledge**

To be completed by applicant

Evidence

To be completed by reviewer

Decision – met/not met Feedback:

4. **Plan and teach well-structured lessons**

To be completed by applicant

Evidence

To be completed by reviewer

Decision – met/not met Feedback:

5. **Adapt teaching to respond to the strengths and needs of all pupils**

To be completed by applicant

Evidence

To be completed by reviewer

Decision – met/not met Feedback:

6. **Make accurate and productive use of assessment**

To be completed by applicant

Evidence

To be completed by reviewer

Decision – met/not met Feedback:

7. **Manage behaviour effectively to ensure a good and safe learning environment**

Evidence

To be completed by applicant

Evidence

To be completed by reviewer

Decision – met/not met Feedback:

8. **Fulfil wider professional responsibilities**

To be completed by applicant

Evidence

To be completed by reviewer

Decision – met/not met Feedback:

9. Personal & Professional conduct

A teacher is expected to demonstrate consistently high standards of personal and professional conduct.

To be completed by applicant

Evidence

To be completed by reviewer

Decision – met/not met Feedback:

10. Performance management Reviews

PM 1 – Objectives 1 2 3 4
Overall review decision

PM 2 – Objectives 1 2 3 4
Overall review decision

Headteacher Assessment/Feedback:

Headteachers Decision:

Declaration:
I confirm that at the date of this request for assessment to progress to Upper Pay Range, I meet the eligibility criteria and I submit relevant evidence to cover the stated period.

Teachers signature
Date

Headteachers signature

Date

Part 2: Actions for the [Assessor] *N.B. This form assumes the Headteacher is the assessor

Check that the teacher is eligible to be assessed.

- Before assessing whether the teacher can be assessed for the upper pay range the Headteacher must first be satisfied, based on the evidence contained in the appraisal reports and planning and review statements, that the teacher meets the Teachers' Standards. If the Teachers' Standards are not met, you must not proceed with the assessment and must write to the teacher setting out the rationale for the judgement.
- If the Teachers' Standards are met the Headteacher then goes on to assess whether the teacher has met the requirements to progress to the upper pay range, i.e. that the teacher is 'highly competent' in all elements of the standards and that the teacher's achievements and contribution to the school are 'substantial' and 'sustained' as defined in the school's Pay Policy, having regard to the evidence contained in the performance management summary report and/or planning and review statements, and expectations as laid out in the Pay Policy.
- Complete the Headteacher's statement and make decision
- Sign, date and copy the form.
- Promptly inform the CEO / Trust of this decision, inform the teacher and notify the appropriate body that deals with payroll matters for the Trust.
- Inform the teacher of the outcome in writing within 20 working days of the decision.
- Where the standards have been met, provide the teacher with verbal and written feedback.